Step 1
Unlock the window.

Step 2
Raise the bottom sash and lower the top sash to allow access to the screen.

Step 3
With a finger hold on the screen, move it from right to left and remove it from the outside track.

Step 4
Raise the sash to the level that best allows room to bring the screen inside. Note the screen latches on the left side of the screen.

Step 5
To replace the screen, place the screen through the window opening. Be sure the spring latches remain on the left side.

Step 6
Position the screen on the left side, split the difference on the sash, and bring the screen back into the track on the right side.